

**We use CrimCheck’s online services for providing criminal history checks on volunteers, clergy, and employees.**

This is an online process that can be accessed by going to:

[www.crimcheck.org.au/check/bendigoanglican](http://www.crimcheck.org.au/check/bendigoanglican)

As part of the process, you will be required to supply four identity documents. A list of the permissible documents is listed below. You will be required to confirm your ID by sending clear images (this can be as simple as taking a picture on your smartphone or tablet).

The steps you need to take are:

1. Ensure you have your identity documents ready to upload on the device you’re using. (for a list of what is required see the next page)
2. Go to [www.crimcheck.org.au/check/bendigoanglican](http://www.crimcheck.org.au/check/bendigoanglican)
3. If you give consent and authorisation to disclose - click the **yes** icon
4. Fill in the fields for the type of check:

<i>Type</i>	
Paid staff member	<ul style="list-style-type: none"> <li>• Clergy</li> <li>• PTO clergy</li> <li>• Paid parish employees</li> <li>• Paid lay licensed ministry roles</li> </ul>
Volunteer/Student	<ul style="list-style-type: none"> <li>• Lay volunteers</li> </ul>
<i>Reason for conducting the check</i>	
Clergy or Lay Person in a Church and entering homes with Unsupervised contact with Vulnerable Groups	<ul style="list-style-type: none"> <li>• Clergy</li> <li>• Lay volunteers undertaking roles ‘in the church’ eg. Worship leader, children’s ministry, liturgical assistance</li> <li>• Lay home visitors</li> <li>• Lay roles with children</li> </ul>
Supporting Church Operations and Entering Homes with Unsupervised Contact with Vulnerable Groups	<ul style="list-style-type: none"> <li>• Lay volunteers in roles ‘outside the church’ eg. parish administration, catering</li> </ul>

5. Fill in your personal information ensuring you select to **submit your identity documents online**. If you have all your identity documents ready you can upload them whilst you are in the portal. If you are unable to upload your identity documents to the portal, you can scan and email them to [clearances@bendigoanglican.org.au](mailto:clearances@bendigoanglican.org.au).
6. Once you have submitted your information you will receive an automatic email from Anglican Diocese of Bendigo with full details of your check (please check that the information you have entered is correct – once the results come back we cannot edit any incorrect information or issue refunds)
7. Once we review your ID we will lodge your check

**For questions:** email [clearances@bendigoanglican.org.au](mailto:clearances@bendigoanglican.org.au)

*National Police Check - ID Requirements*

You must supply **four** identity documents:

1. One from the Commencement of Identity document list
2. One from the Primary use in the Community list
3. Two from the Secondary use in the Community list.

Your name on each document must match the name in your applications. For example, women cannot submit a birth certificate with their maiden name, then a driver's licence with their married name.

If you cannot meet the identity requirements, please contact the Anglican Diocese of Bendigo.

*Commencement of identity documents:*

- (a) Australian birth certificate or authorised record of birth(not an extract or birth card)
- (b) Australian Citizenship Certificate
- (c) Valid Australian Visa, supported by a foreign passport, which is needed for verification,
- (d) ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services
- (e) Current Australian Passport not expired.

*\* A Visa Entitlement Verification Online (VEVO) record may be provided. If you are a New Zealand citizen on a Special Category Visa, you can request your VEVO details from the Department of Home Affairs via their website.*

*Primary use in the community documents:*

- (a) Current Australian passport, not expired
- (b) Current Australian driver's licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- (c) ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services
- (d) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- (e) Current passport issued by a country other than Australia with a valid entry stamp or visa
- (f) Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- (g) Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- (h) For persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.

*Secondary use in the community documents:*

You must supply **two** documents from this category:

- (a) Certificate of identity issued by DFAT to refugees and non-Australian citizens for entry to Australia
- (b) Document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- (c) Convention travel document secondary (United Nations) issued by DFAT
- (d) Foreign government issued documents (for example, driver's licence)
- (e) Medicare card
- (f) A relationship certificate issued by a state or territory Births Deaths and Marriages
- (g) Enrolment with the Australian Electoral Commission
- (h) Security guard or crowd control photo licence
- (i) Evidence of right to an Australian Government benefit (Centrelink or Veterans Affairs)
- (j) Consular photo identity card issued by DFAT
- (k) Photo identity card issued to an officer by a Police Force or Australian Defence Force
- (l) Photo identity card issued by the Australian Government or a state or territory government (this may take the form of a Working with Children/Vulnerable People Card or a government occupational licence)
- (m) Aviation Security Identification Card (ASIC) or Maritime Security Identification card (MSIC)
- (n) Australia Post Keypass with photo
- (o) Firearms licence
- (p) Credit reference check
- (q) Australian secondary or tertiary student photo identity document
- (r) Certified academic transcript from an Australian university or registered higher education provider
- (s) Trusted referees report
- (t) Bank card, credit card or bank statement (without recording the payment/card numbers)
- (u) Australian Tax File Number (notice of assessment or issue)
- (v) State/Territory government rates assessment notice or Australian Taxation Office assessment notice (must not be issued more than 12 months prior to use)
- (w) Australian utility bill showing name and address (must not be issued more than 3 months prior to use)
- (x) Australian private health insurance card
- (y) Australian trade association card